

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-072 **Issue Date:** 04-16-15 **Closing Date:** 04-30-15

General Ledger Accountant II
Central Accounting
Department of Finance
Hourly Wage: \$27.48/Regular/Full-Time

Responsible to provide financial information to management and auditors by researching and analyzing accounting data and preparing reports. Will verify and post various transactions such as cash receipts, accounts receivables, accounts payable, revenue and expenses. Responsible to analyze journal entries, supporting documentation and affected accounts and work with program bookkeepers to ensure validity. Incumbent has overall responsibility of ensuring the accuracy of all accounting entered into the accounting system.

Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of 2 CFR Part 200 (superseding OMB circulars A-87, A102, A133).
- Knowledge of basic principles, practices and procedures of Governmental Fund accounting.
- Knowledge of computerized accounting and financial reporting systems.
- Knowledge of the Yakama Nation Finance Manual, Travel Policies and Purchasing Manual.
- Skilled in the use of computer software including Excel spreadsheets and word.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze financial data.
- Ability to work independently when required.

General Recruiting Indicators:

- A Bachelor's Degree in Accounting or a related field such as Business Administration, Finance or public Administration that includes at least 12 semester hours in accounting.
OR,
- A High School Diploma or equivalent and at least five years working in accounting with strong general ledger knowledge.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.